EXPLORE OPTIONS

Here are some initial questions to ask yourself:

- What areas of business am I interested in?
- What industry do I see myself working in?
- Which of my interests and strengths do I want to engage in?
- Will my career path require an advanced degree?
- Do I want to pursue a career in industry or academia?

Career Preparation

- Sign up for any of these FREE assessments with a peer advisor in Career Resource Room (CRR):
  - Strong Interest Inventory
  - Myers-Briggs Type Indicator
  - Focus 2
  - Strengths Finder
  - Career Leader
- Read library books in Business section of CRR
- Browse through the Business career binder of online career library
- Conduct Informational Interviews and Job Shadowing with business professionals in your area(s) of interest.

Academic Preparation

- Speak with undergraduate academic advisor to ensure you are on track with your major
- Maintain competitive GPA within your major
- Utilize campus resources (e.g., CLAS, professors/TA office hours, study groups or private tutoring)
- Meet with professors during office hours to discuss your career goals and learn about research opportunities
- Attend lectures, symposia, and conferences held in academic departments (ex: Communication Day) to gain insight about the business industry
- Explore Technology Management Program (TMP)
- Consider pursuing Business Communication track within Professional Writing Minor program
- Check out various certificates offered at UCSB Extension in areas of Business and Management

Personal Preparation

- Browse and explore various student organizations through UCSB Office of Student Life’s website
- Join student organizations based on your area(s) of interest (ex: Finance Connection, Entrepreneurs Association, Management Consulting Club, Communication Association, American Marketing Association, SB Media Group)

GET EXPERIENCE

Connect with Career

- Sign up for Handshake and check out a variety of experiential opportunities such as internships and part-time jobs (ex: search under Business/Human Resources or Sales/Marketing/Sales/Entrepreneurial)
- Explore Get Experience in Business, Finance & Entrepreneurship on Career Services’ website
- Attend Career Services workshops (résumés/cover letters, job & internship search, interview strategies)
- Meet with career counselor during CRR drop-in hours to review your résumé or cover letter
- Attend events (ex: Finance Night), quarterly career fairs, info sessions and industry panels

Internships

- Search via Handshake and www.Internships.com
- Review Internship Toolkit on Handshake
- Sign up for your academic department’s listserv (ex: Economics majors – Career Connections) to learn more about internship and jobs in business sector

Volunteer/Community Service

- Seek volunteer opportunities (ex: Community Affairs Board)
- Get involved with local community (ex: United Way, SB Young Professionals Club, SB or Goleta Chamber of Commerce)

Leadership

- Apply for leadership role on-campus (ex: Associated Students, student organizations)
- Consider Leadership Certificate Program (LCP) offered through Office of Student Life

International

- Consider studying abroad through Education Abroad Program (EAP)
- Research international internship opportunities (ex: GoinGlobal)
GET EXPERIENCE (cont.)

Research
- Check out Undergraduate Research and Creative Activities (URCA) for opportunities to work with faculty
- Review Faculty Research Assistance Program (FRAP) directory for on-campus research opportunities
- Connect with professors to obtain research assistant positions (ex: Economic Forecast Project, UC Center for Energy and Environmental Economics, Leonard and Gretchan Broom Center for Demography)

Lab
- Explore lab opportunities to assist graduate students or visiting scholars (ex: Laboratory for Aggregate Economics and Finance, Experimental and Behavioral Economics Laboratory)

Networking
- Attend LinkedIn workshop through Career Services
- Set up LinkedIn profile to build connections within areas of business you are interested in

MOVE FORWARD

Connect with Career
- Check out full-time jobs in Handshake
- Review National Job Links, Job Search Tips & Guidelines and Accepting Offers handouts on Career Services’ website
- Make appointment with counselor to discuss your job search strategy

Résumé/Cover Letter
- Attend resume+ and have résumé reviewed by employer
- Make appointment with faculty to review your résumé and ask for possible job leads to contact

Interview
- Schedule ½ appointment at Career Services for Mock Interview (NOTE: limit one per quarter)

Job Search
- Connect with recruiters by participating in following career events:
  - Quarterly Career Fairs
  - Industry Panels
  - Employer Info Sessions
  - On-Campus Interviews

Negotiation
- Review books in CRR such as Negotiate Your Job Offer and many more!

Graduate/Professional School
- Review Graduate School Options handout
- Research graduate programs at www.gradschools.com or www.petersons.com
- Identify application deadlines, prerequisites and graduate exams for your graduate programs

Career Events
- Attend Graduate & Professional School Day during Fall
- Attend Graduate School workshops during academic year

Statement of Purpose (SOP)
- Attend Writing a SOP workshop through CLAS
- Review rough draft of your SOP with faculty
- Obtain critique of final draft of SOP by scheduling one hour appointment at Career Services (NOTE: limit one per quarter)

Curriculum Vitae (CV)/Letters of Rec
- Meet with counselor during ½ hour appointment to review your CV
- Identify recommenders and request letters of recommendation from your professors
- Prepare packets of information (ex: application deadlines, CV and SOP) to give your recommenders

Graduate Exams
- Attend strategy session for GRE or GMAT if applicable
- Investigate study preparation courses for your graduate exam (if applicable)

MBA
- When considering competitive MBA schools, it is recommended that applicants have at least a minimum of 4 years of work experience prior to applying

Industry

Networking

Research

Résumé/Cover Letter

Interview

Job Search

Negotiation

Graduate/Professional School

Career Events

Statement of Purpose (SOP)

Curriculum Vitae (CV)/Letters of Rec

Graduate Exams

MBA